

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

		RPA #	C&P Analyst Approval	Date
Employee Name		Division Administration, Business Management Branch		
Position No / Agency-Unit-Class-Serial 461-233-1139-XXX		Unit Fleet and Asset Management Section		
Class Title Office Technician (Typing)		Location Sacramento		
Subject to Conflict of Interest <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		CBID	Work Week Group:	Pay Differential
Other				
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under the general direction of the Staff Services Manager I, Fleet and Asset Management Section (FAMS) the Office Technician functions as the Mailroom coordinator, processing incoming mail, packages, and outgoing overnight items; monitors facilities requests for DSH-Sacramento; assists in receiving goods in Fi\$Cal; assists in preparing and monitoring contracts.				
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary).			
40%	Works with Staff Services Manager I in performing operation of assigned mailroom functions including but not limited to: <ul style="list-style-type: none"> • Processing and logging all overnight mail and small parcel services utilizing mailroom technology • Collaborating with programs/divisions for mail and package retrieval onsite • Collaborating with couriers to establish consistent schedule for incoming and outgoing mail • Developing mailroom procedures • Assisting programs/divisions with all bulk mailing and printing projects 			
30%	Work with lead analyst in coordinating and effectively resolving facility and office space related issues in DSH-Sacramento. <ul style="list-style-type: none"> • Reviewing requests received through the facility mailbox and submitting ticket in Maximo database • Drafting facility notices in relation to space and building issues informing staff and management of impact or potential impact to the unit 			
20%	Assists with all Business Management Branch clerical functions including but not limited to: <ul style="list-style-type: none"> • Timekeeping • Record management • Drafting meeting minutes • Developing procurement and contract request • Interview scheduling • Drafting procedures/desk manuals 			

5%	<p>In conjunction with the lead analyst assists in receiving assets in Fi\$Cal.</p> <ul style="list-style-type: none"> • Reconcile invoices against service request by program/divisions • Receive goods via FI\$Cal receipt module
5%	Other duties as assigned.
Other Information	<p>Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.</p> <p>The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.</p> <p>I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).</p> <p>____{{Signature1}}_____ Employee's Signature</p> <p>Date</p> <p>__{{Date1}}_____</p> <p>I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.</p> <p>____{{Signature2}}_____ Supervisor's Signature</p> <p>____{{Date2}}_____ Date</p>